



COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY

1955 Workman Mill Road, Whittier, CA 90601-1400
Mailing Address: P.O. Box 4998, Whittier, CA 90607-4998
Telephone: (562) 699-7411, FAX: (562) 699-5422
www.lacsd.org

STEPHEN R. MAGUIN
Chief Engineer and General Manager

September 1, 2011

Board of Directors
County Sanitation District No. 27
of Los Angeles County

Directors:

The consolidated agenda includes the following items for the regular meeting of the Board of Directors of the District meeting Tuesday, September 13, 2011.

1. Minutes. A copy of the minutes has been provided to each of the Directors.
2. Departmental Invoices. A departmental invoice is an internal document that transfers each District's proportionate share of expenditures made by District No. 2, the administrative District, on behalf of the participating Districts in accordance with authority granted through joint agreements. During the month, charges are made to a clearing account which is administered by District No. 2 and then are distributed at month end according to the agreements.
3. District 27 Gravity Sewer. Surety bonds executed by Developers Surety & Indemnity Company for faithful performance and payment, both covering 100 percent of the contract amount, dated July 28, 2011, were filed with the Secretary to the Board and found to be sufficient.
4. Ordinance Authorizing Acceptance of Credit Cards, Debit Cards, and Electronic Funds Transfers as Payment for District Fees and Charges and Providing for a Convenience Fee. The Sanitation Districts seek to upgrade payment processes and procedures to include the acceptance of the listed forms of payment for a variety of services, such as solid waste disposal, sewer connections, industrial waste surcharge, and annexations. Credit and debit cards can provide the following benefits: increased revenue, increased certainty of collection, enhanced customer service and convenience, and reduced payment processing and collection costs. There are bank fees, credit card fees, and processing fees associated with accepting such payments, which are proposed to be offset by imposing a convenience fee. The proposed Ordinance, a copy of which is attached, would authorize acceptance of the listed forms of payment for services and provide for the cost of such use to be paid by the customer through a convenience fee. The convenience fee would not exceed the cost of providing the service. The Districts would provide the service through a third party processor via Los Angeles County's Subscriber Agreement which was approved by Sanitation District No. 2 on August 24, 2011. The implementation of this program was reviewed in detail with the Personnel Committee, comprised of the Chairpersons of all Districts, and was unanimously endorsed.

Very truly yours,

Stephen R. Maguin

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Enclosures

Notice and Agenda

REGULAR MEETING — BOARD OF DIRECTORS — COUNTY SANITATION DISTRICT NO. 27

To be held in the HEARING ROOM
OF THE BOARD OF SUPERVISORS
Kenneth Hahn Hall of Administration, Los Angeles, California

TUESDAY	September 13, 2011	At 9:30 A.M.		
KNABE	MOLINA	ANTONOVICH	RIDLEY-THOMAS	YAROSLAVSKY
		(Chairperson)		

1. Recommendation: Approve minutes of the regular meeting held June 14, 2011.
2. Recommendation: Approve departmental invoices as follows:

	<u>May 2011</u>	<u>June 2011</u>	<u>July 2011</u>
District No. 27 (3)	\$6,453.29	\$3,880.37	\$6,270.58
3. Recommendation: Order executed Contract No. 4646 with Vindeb, Inc., for construction of the District 27 Gravity Sewer in the amount of approximately \$1,277,256.25.
4. Recommendation: Introduce an *Ordinance Authorizing Acceptance of Credit Cards, Debit Cards, and Electronic Funds Transfers as Payment for District Fees and Charges and Providing for a Convenience Fee* and waive reading of the ordinance in its entirety.

Adjourn

DIST. 27

SEPTEMBER 13, 2011
DOC# 2004270

COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY
DEPARTMENTAL INVOICE
FOR THE MONTH ENDED 05/31/11

To: County Sanitation District No. 27
(Org. Receiving Services)

Date Service Accrued: May 31, 2011

From: County Sanitation District No. 2
(Org. Providing Services)

Date Prepared: June 15, 2011

DESCRIPTION

District No. 27 share of expenditures made by District No. 2, the administrative District, in accordance with the authority granted through the approved annual budget and applicable Joint Powers Agreement:

DEBIT:

Operation & Maintenance	\$ 4,056.07
Joint Administration - Capital	6.38
Local - Capital	2,390.84

Total of all charges	<u>\$ 6,453.29</u>
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Recap 44

Document No. 521

Date Board Approved: _____

COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY
DEPARTMENTAL INVOICE
FOR THE MONTH ENDED 6/30/2011

To: County Sanitation District No. 27
(Org. Receiving Services)

Date Service Accrued: June 30, 2011

From: County Sanitation District No. 2
(Org. Providing Services)

Date Prepared: July 20, 2011

DESCRIPTION

District No. 27 share of expenditures made by District No. 2, the administrative District, in accordance with the authority granted through the approved annual budget and applicable Joint Powers Agreement:

DEBIT:

Operation & Maintenance	\$ 3,291.74
Joint Administration - Capital	0.41
Local - Capital	588.22

Total of all charges	<u>\$ 3,880.37</u>
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Recap 48

Document No. 559

Date Board Approved: _____

COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY
DEPARTMENTAL INVOICE
FOR THE MONTH ENDED 07/31/11

To: County Sanitation District No. 27
(Org. Receiving Services)

Date Service Accrued: July 31, 2011

From: County Sanitation District No. 2
(Org. Providing Services)

Date Prepared: August 17, 2011

DESCRIPTION

District No. 27 share of expenditures made by District No. 2, the administrative District, in accordance with the authority granted through the approved annual budget and applicable Joint Powers Agreement:

DEBIT:

Operation & Maintenance	\$ 6,030.95
Joint Administration - Capital	2.91
Local - Capital	236.72

Total of all charges	<u>\$ 6,270.58</u>
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Recap 4

Document No. 18

Date Board Approved: _____

**ORDINANCE AUTHORIZING ACCEPTANCE OF CREDIT CARDS, DEBIT CARDS,
AND ELECTRONIC FUNDS TRANSFERS AS PAYMENT FOR DISTRICT FEES AND
CHARGES AND PROVIDING FOR A CONVENIENCE FEE**

**The Board of Directors of County Sanitation District No. 27 of Los Angeles County
ordains as follows:**

1. Authority

This ordinance is enacted pursuant to California Health and Safety Code Section 5471 and Government Code Section 6159.

2. Short Title

This ordinance may be known and cited as the **Credit Card Ordinance**.

3. Purpose

The purpose of this ordinance is to authorize the acceptance of credit cards, debit cards, and electronic funds transfers (collectively "Credit Cards") as payment for any fees or charges owing to the District, and to provide for a convenience fee to defray the District's cost of providing Credit Card services.

4. Findings

The Board of Directors finds that accepting Credit Cards for payment of District's services may increase revenue, increase certainty of collection, limit the risks associated with handling cash, enhance customer service and convenience, and reduce payment processing and collection costs.

5. Acceptance of Credit Cards

The District may accept Credit Cards as payment for any fees or charges owing to the District.

6. Convenience Fee

Any person using Credit Cards to pay for District fees or charges shall pay a convenience fee not to exceed the District's cost of providing Credit Card services.

7. Administration

The Chief Engineer and General Manager shall administer, implement, and enforce the provisions of this ordinance.

8. Effective Date

This ordinance is effective 30 days after enactment.

Chairperson, Board of Directors
County Sanitation District No. 27
of Los Angeles County

ATTEST:

Clerk, Board of Directors
County Sanitation District No. 27
of Los Angeles County

PASSED AND ADOPTED by the Board of Directors of County Sanitation District
No. 27 of Los Angeles County on September 13, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED AS TO FORM:

District Counsel